

ROUTING AND TRANSMITTAL SLIP		Date 5 OCT 1981	
TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	Comptroller		
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

REMARKS Maury,

Sorry to take so long with this.
I think we have been overtaken by events.
I am sending it along because the
financial data is interesting. Tangible
first year savings run six to eight times
the costs of the awards.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: [Redacted], Agency/Post)	Room No.—Bldg.
James H. Taylor, ADDS&T	Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

☆ GPO : 1980 O - 311-156 (17)

DRAFT

30 SEP 1981

SUGGESTIONS AND AWARDS

25X11 The Incentive Awards Program is an existing mechanism through which substantial financial benefit and overall efficiency improvement might be obtained. Headquarters Regulation stipulates that awards up to \$5,000 and, in special cases up to \$25,000, may be granted to individual employees for suggestions and inventions, special achievements, and exceptional accomplishments.

This program offers Agency management the opportunity to stimulate employees at all levels to conduct the Agency's business more effectively and to offer new ideas in virtually all areas. The potential of a cash award should be particularly attractive when Federal salaries are being constrained to levels well below inflationary demands.

Significant benefits should result from greater emphasis on the Incentive Awards Program but the cost to the Agency would not be excessive, as illustrated by the following statistics for the past three years:

1979

Suggestion Awards	\$ 33,820
Tangible First Year Savings	205,091
Achievement Awards	109,828
Tangible First Year Savings	103,751

1980

Suggestion Awards	33,210
Tangible First Year Savings	207,807
Achievement Awards	215,050
Tangible First Year Savings	443,669

1981

Suggestion Awards	\$ 40,040
Tangible First Year Savings	384,080
Achievement Awards	248,444
Tangible First Year Savings	397,176

397,176
384,080
181,256
288,484
492,712

40,040
248,444
288,484

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9. INCREASE SEA SHIPMENTS

Over the past several years the ratio of air cargo tonnage to sea cargo tonnage has steadily been increasing. In FY 80, this ratio almost reached a 50/50 balance with 735 tons being shipped by air and 740 shipped by sea. This trend toward increased air shipments has, in effect, caused more money to be spent for transportation charges and less cargo moved per dollar.

A reversal of this trend would most certainly be a potential area for cost savings. However, other factors such as less timely service to customers, an extended supply pipeline, and possibly enlarged storage facilities at overseas locations are factors which must also be considered. In FY 81, approximately 620 tons of cargo have been shipped by air at a cost of \$2,380,000 and 280 tons by sea at a cost of \$198,000. As can be seen from these figures, a diversion of 10 percent of air tonnage to sea shipment would result in a transportation savings of \$194,000.

COST _____
 PEOPLE _____
 SAVINGS: _____
 PEOPLE _____
 DOLLARS \$194K _____

VOTE:	<u>Yes</u>	<u>No</u>
COMPTROLLER	<input checked="" type="checkbox"/> *	<input type="checkbox"/>
ADDS&T	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADDO	<input type="checkbox"/>	<input checked="" type="checkbox"/>
DD/NFAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

* ANALYSIS OF WHOLE CARGO SHIPMENT PROCESS +
 WHAT INCENTIVES WE CAN PROVIDE TO REDUCE COSTS.

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10. DISCONTINUE SHORT-TERM EMPLOYEE PROGRAM

Short-term employee arrangements, such as the Summer Only, Urban League, and various intern programs, require the aggregated efforts of [REDACTED]

25X1

[REDACTED] Approximately \$135,000 in Office of Security (OS) salaries could be saved

This Office has long had reservations about the host of programs whereby individuals are brought in and exposed to very sensitive operations for a limited period and then returned to their previous workplace. Few, if any, of these initiatives would appear to justify the attendant security risks and the heavy administrative costs, including field investigations, the polygraphs and appraisals. The Summer-Only Program entails the additional disadvantages of exposing relatively immature people to classified information while benefiting the offspring of open employees only.

COST

PEOPLE

SAVINGS:

PEOPLE [REDACTED]

25X1

DOLLARS \$140K

VOTE:

YesNo

COMPTROLLER

☐☒

ADDS&T

☐☒

ADDO

☐☒

DD/NFAC

☐☒

ADDA

☐☒

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11. CONSOLIDATE VIDEO PRODUCTION CAPABILITY AGENCYWIDE

There are video production facilities currently existing in various offices throughout the Agency. The basic skills and equipment required for this purpose are the same whether the production is for intelligence dissemination or training, NFAC or DDA use. A study should consider the savings potential for consolidation of these facilities versus the potential for loss of responsiveness.

COST _____
 PEOPLE _____
 SAVINGS: _____
 PEOPLE _____
 DOLLARS _____

VOTE:	<u>Yes</u>	<u>No</u>
COMPTROLLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDS&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DD/NFAC	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ADDA	<input type="checkbox"/>	<input checked="" type="checkbox"/>

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12. ADOPT COMMUTED RATE TRAVEL THROUGHOUT DOMESTIC AND OVERSEAS TDY

The use of commuted-rate travel for both domestic and overseas TDY travel should be considered. The potential for savings in accounting costs should be considered versus the loss of control and the opportunities for abuse of the system. There would appear to be an opportunity for considerable manpower savings due to the elimination of much of the labor intensive accounting procedures in a timely streamlined system.

COST _____
 PEOPLE _____
 SAVINGS: _____
 PEOPLE _____
 DOLLARS _____

VOTE:	<u>Yes</u>	<u>No</u>
COMPTROLLER	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDS&T	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDO	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DD/NFAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>
ADDA	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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TRANSMITTAL SLIP		DATE
TO: ① <i>[Signature]</i> D/L <i>[Signature]</i> EO/OL ② <i>[Signature]</i> DD/L		
ROOM NO.	BUILDING	
REMARKS: <i>P4PS</i> The OL CORE items were listed in the following three categories: I. Most Likely to Achieve - Immediate Dollar or Position Savings II. Less Likely to Achieve - Immediate Dollar or Position Savings Possible III. Dollar or Position Savings Not Accurately Identifiable at this Time (Also cost avoidance, increased responsiveness, reliability, etc.) (over)		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 53

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

[redacted] secretary did the final
package to go to the ADDA by 23 Sept.

[redacted] worked on this and will
forward a copy of the package.

Sharon

*P&PS-
(file CORE)*OL/DDA CORE SUBMISSION

(Ranking list for Categories II to V)

I. Most Likely to Achieve - Immediate Dollar or Position Savings

New Printing Equipment (Category IIA)	\$248K (and positions)	
Increase Competitive Procurement (Cat. III)	\$3,000K (but need 2 positions)	
Close the EDR (Category IV)	\$73K (<input type="text"/> positions)	25X1
Standardization of Agency-wide Equipment (Category V)	\$3,000K (but need <input type="text"/> positions)	25X1 25X1
Consolidation of Micrographics (Category V)	\$245K <input type="text"/> positions)	
Consolidation of Copier Management	\$250K (but add 2 (OL provided) positions)	
Genigraphics in P&PD (Category V)	\$66K	

II. Less Likely to Achieve - Immediate Dollar or Position Savings Possible

25X11 Enhance Efficiencies of
Operation through Capital Investments
(Category IIA) \$38.5K

Improved Energy Efficiency of Existing
Buildings and Equipment (Category IIC) \$1,200K (to GSA)

Take over Headquarters from GSA (Category
IIC) \$2,900 (from SLUC)

Control and Limit Year-End Funding
(to preclude fund "dumping") (Category III) \$100K (Comptroller
Action)

Remote Information Media Centers (Category III) Undefined

Increase the Use of Suggestion Awards
(Category III) \$415,000

Increase Sea Shipments (Category IV) \$194,000

III. Dollar or Position Savings Not Accurately Identifiable at this Time (Also cost avoidance, increased responsiveness, reliability, etc.)

Logistics Integrated Management System
(LIMS) (Category IIB) \$1,000 - 1,500K

OL Property Accounting Systems
(Category IIB) \$265K

New Building at Headquarters
(Category IIB) \$5,300K

Utilities Reliability Improvements
Category IIB) - 0 -

Establishment of Regional Logistics
Support Activity [] (Category III) Unknown

Prepare Logistics Support Annexes for
Contracts and Projects with Budgeted
Cost Exceeding \$250,000 (Category III) Unknown

Consolidation of Transportation in OL
(Category V) Unknown

Consolidation of Graphics (Category V) Unknown

Consolidation of JPRS (Category V) Unknown

Consolidation, Elimination, or Better
Utilization of [] (Category V) Unknown

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